
11.0

Adobe Acrobat

This section will cover some features from version 5 of Adobe Acrobat. Although, version 6 has been released, it is recommended that you continue to **use Adobe Acrobat Version 5** until further compatibility tests can be done.

Adobe Acrobat is an application that creates a file known as a Portable Document Format. This file is the electronic copy of the original document that you created. The document is created by “printing” the document to a “Adobe” printer, which “prints” the document to a PDF file.

This chapter will cover:

- Comments Side Bar
- Note Tool
- Free Text Tool
- Pencil Tool
- Highlight Tool

11.1

Comments Side Bar

The side bar is an organizational tool that allows you to organize your PDF document. The Acrobat 5 side bar has four tabs: Bookmarks, which is like a table of contents for the document; Thumbnails, which displays a thumbnail of the individual pages and what portion of the page that you are looking at; Comments, the additions that you made to your document; and Signatures, which displays the security notes for the page.

The tab that we will look at for this section is the Comments tab.

If you have added any comments to the PDF document, those comments will be noted in the comment tab. This feature allows you to quickly access any notes that you have made.

The comments are also

STEP 1 Click on the Highlight Tool icon on the Button Bar (see figure 1). The cursor changes to a icon that looks like an open book.

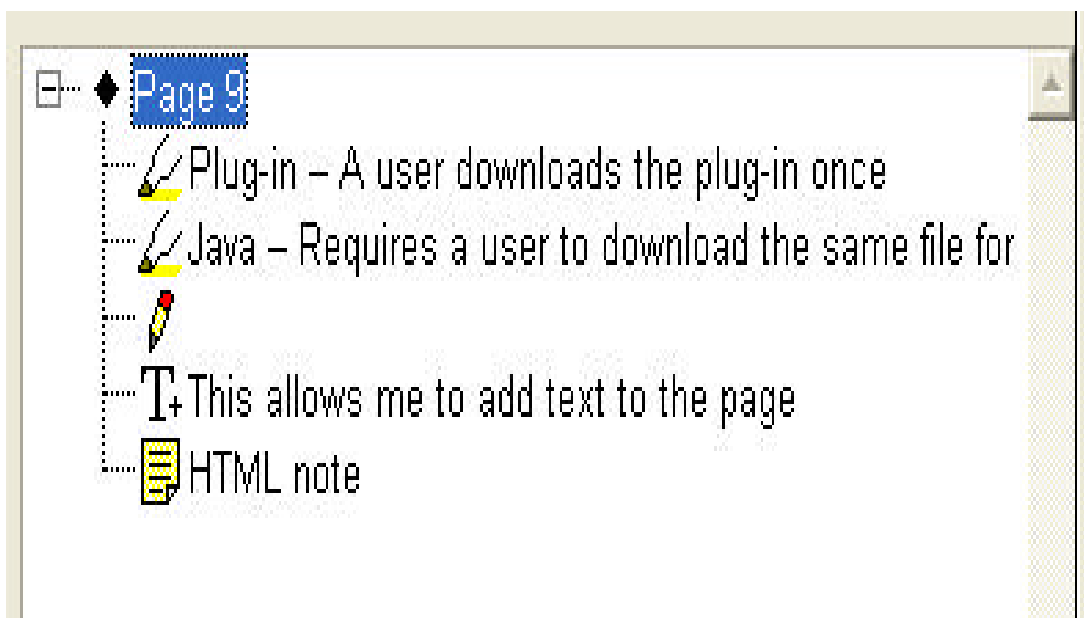


Figure 1

11.2

Note Tool

Note Tool



Figure 1

The Note Tool allows you to attach notes to a PDF page, much like sticking a “sticky” note to a piece of paper. The note will be listed under the Comments tab on the side-bar.

- STEP 1 Click on the Notes Tool icon on the Button Bar (see figure1). The cursor changes to a page with a left and top bar.
- STEP 2 Move the cursor to where you would like to place your note, click the left mouse button and drag to the size of note you want. Release the mouse button.
- STEP 3 Click on the new note and add any text that you want to explain what you are noting. The box is scrollable and re-sizeable (figure 2).
- STEP 4 Click on the “X” on the upper-left corner of the note box to close your note. The note will close to a note icon (see figure 3).
- STEP 5 To open the note, double-click on the icon. You can also open the note by double-clicking on the icon in the Comments tab in the side bar (figure 4).

Both the Note and the Note icon are moveable.

Java – Requires a user to download the same file for every play, resulting in slow pages
 Plug-in – A user downloads the plug-in once and can view multimedia easily after that
 Lowest Common Denominator – Do not use technology (like multimedia) just because you can. It must have a purpose.

HTML

Stands for Hypertext Mark-Up Language.

An HTML file is a text document that is "marked-up" by embedded tags, or instructions. Browsers, like Internet Explorer and Netscape Navigator, interpret HTML.

A mark-up language instructs computers how to format documents. HTML files are used extensively because they are small files that exchange easily over any network, the Internet or an Intranet.

The History of HTML

Tim Berners Lee of MIT invented HTML. Ted Nelson invented *hypertext* itself in 1965. HTML evolved from other mark-up languages.

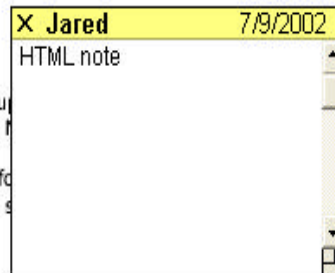


Figure 2

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HTML



Figure 3

Stands for Hypertext Mark-Up Language.

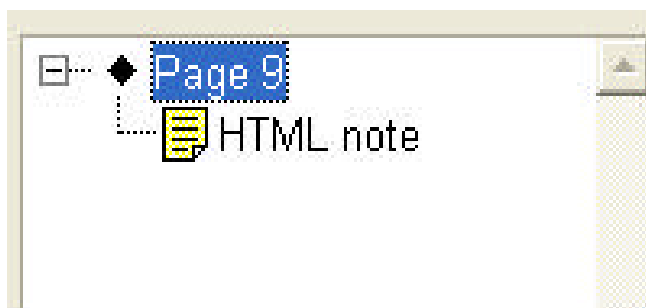
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The side-bar with the Note reference.

Figure 4

11.3

Free Text Tool

Free Text Tool

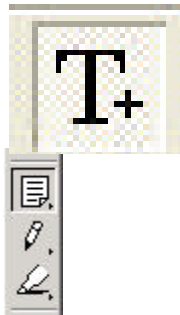


Figure 1

The Free Text Tool allows you to attach text to a PDF page, much like creating an annotation to the page. The note will be listed under the Comments tab on the side-bar.

STEP 1 Click on the Notes Tool icon on the Button Bar (see figure 1). The cursor changes to a icon that looks like an open book.

STEP 2 Move the cursor to where you would like to place your note, click the left mouse button and drag to the size of note you want. Release the mouse button.

STEP 3 Click on the new note and add text to the notation (figure 2).

The text box is transparent so you will need to position your Free Text box on an open section of your PDF page.

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HTML



This allow me to
add text to the
page.

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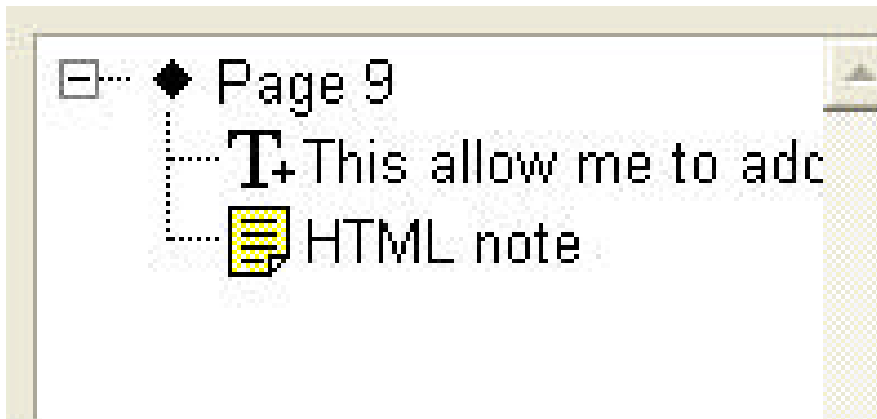
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Figure 2



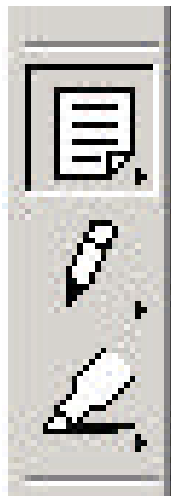
The side-bar with the Text reference.

11.4

Pencil Tool

The Pencil Tool allows you to write on a PDF page, much like using a pen or pencil to make an annotation to the page. The written note will be listed under the Comments tab on the side-bar.

Pencil Tool



STEP 1 Click on the Pencil Tool icon on the Button Bar (see figure 1). The cursor changes to a cross-hair icon.

STEP 2 Move the cursor to where you would like to place your note, click the left mouse button and write the notes you want. Release the mouse button when you are done (figure 2).

Figure 1

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HTML *Note*



This allow me to
add text to the
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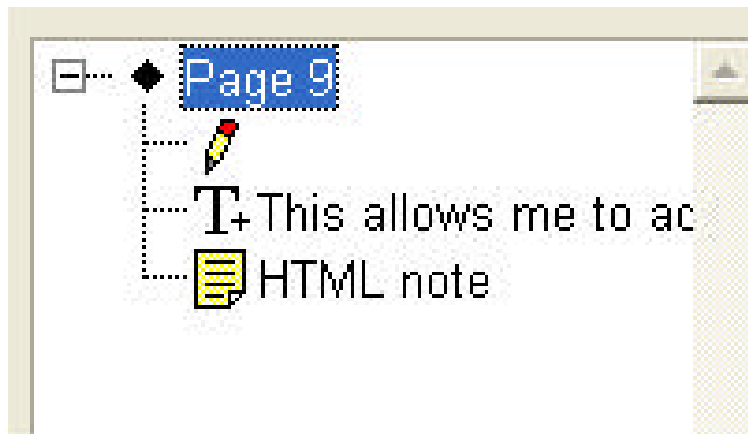
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Figure 1



The side-bar with the Pencil Text reference.

11.5

Highlight Tool

The Highlight Tool allows you to mark sections on a PDF page, much like using a color highlighter to mark passages on the page. The highlighted sections will be listed under the Comments tab on the side-bar.

Highlight Tool

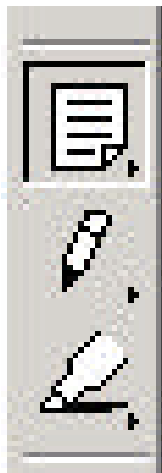




Figure 1

- STEP 1 Click on the Highlight Tool icon on the Button Bar (see figure 1). The cursor changes to a icon that looks like an open book.
- STEP 2 Move the cursor to where you would like to place your note, click the left mouse button and mark the text you want. Release the mouse button when you are done. The text will appear highlighted on the computer screen. (Figure 2).

*This text is highlighted
but may not be seen on a
printed manual page.*



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HTML *note* 

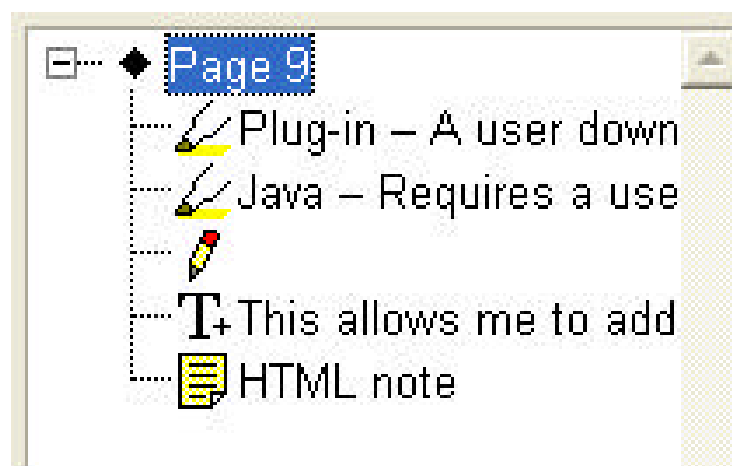
This allows me to add text to the page

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Figure 2



The side-bar with the Highlighted reference.